

Waukesha County DHHS Appendix O for contract year _____
Guide to Determining Room and Board Expense in Substitute Care (Adult Family Home)

1. Rent, mortgage payments, title insurance, mortgage insurance. _____
2. Property and casualty insurance. _____
3. Building and/or grounds maintenance costs. _____
4. Food costs. _____
5. Household supplies and equipment. _____
6. Furnishings (does not include office furnishings). _____
7. Utilities, phones, cable TV, etc. _____
8. Property taxes. _____
9. Specific individual dietary needs. _____
10. Subtotal (total of lines 1-9) _____
11. Number of persons living in household (include all adults and children). _____
12. Divide Line 10 by Line 11. This is the Room and Board annual expense per individual. (Note: If household size changes, the room and board charges must be recalculated.) _____
13. Number of days in contract year. _____
14. Divide Line 12 by Line 13 to determine the daily Room and Board rate per individual. _____

Vendor signature

Date